

1.1 Extramural Support Assistant (GS-303-07/06)

Form III-4 Position Description

Labor Category:

____ Current or X Proposal Specific Position Description

Date Prepared: 6/9/03

Approving Official: Name Luis A. Arvelo Signature

Title: HR Specialist

Position: Extramural Support Assistant (OA), GS-303-06/07.

Minimum Years Experience: One year of experience at the lower equivalent grade level.

Minimum Education Requirements: None.

Experience Substitution for Education (if allowed): N/A

Duties:

Provides clerical, technical, and substantive coordination and services to all NIH scientific program development, scientific review, and grants management functions; as well as coordinates logistical support; and manages data.

Abilities/Skills/Knowledge Required by the Position:

In-depth knowledge of the structure of the extramural programs to personally perform technical and clerical duties, as well as to support Program Directors, Grants Management Specialists / Officers, Scientific Review Administrators, and scientific/biomedical researchers throughout the country.

Knowledge of how each of the program, grants, and review components work so that the incumbent can efficiently facilitate communication, organize meetings and files, and prepare summary documents in a meaningful way.

Ability to file, track, and retrieve a wide variety of documents to ensure accuracy and completeness of files, reports, and presentations.

Skill in computer-related processes and software programs to file, maintain, and retrieve data.

Knowledge of federal regulations, procedures.

Supervisory Controls:

Work is assigned in terms of objectives, priorities, and deadlines. The employee works independently in resolving most conflicts and refers the most difficult problems to the Task Unit Leader. Precedent cases and policy statements require considerable interpretation, and adaptation. Completed work is evaluated for conformance to policy, guidelines, and regulations.

Guidelines:

The employee operates within written and verbally-communicated guidelines. Other guides used by the incumbent include overall Institute policy directives, official administrative policies and practices, and standard office procedures. Personal judgment in interpreting and applying these guidelines is often necessary in order to ensure the accuracy and consistency of work products.

Extramural Support Assistant (OA)

GS-303-07

I. Introduction

This position is located in the Office of Grants Support Services (OGSS), NIH, as part of the Government's Most Efficient Organization (MEO) that is responsible for providing administrative and technical extramural support in the development, review, and management of grant-and-contract-supported research and training programs on a wide variety of biomedical and behavioral diseases and disorders. The incumbent is responsible for providing clerical, technical, and substantive coordination and services to Program Directors, Grants Management Officers / Specialists, and Scientific Review Administrators NIH wide. Supported NIH employees are located in all the extramural activities and components of the NIH Institutes and Centers. Major duties and responsibilities include supporting all NIH scientific program development, scientific review, and grants management functions; as well as coordinating logistical support; and managing data. May be assigned to any of the various MEO Task Units, and Hubs. May perform any of the following duties. (Percentages of time may vary depending on workload and scheduling requirements.)

II. Duties and Responsibilities

SUPPORTS PROGRAM, REVIEW, AND GRANTS FUNCTIONS

50%

Receives, reviews for completeness, routes, and stores grant applications. Verifies, reconciles, and corrects applicant information. Requests missing or late materials. Creates and maintains official paper and electronic files. Prints labels and summary statements and creates reviewer packets. Extracts data from applications. Enters review meeting data, participant data, application meeting assignment, and reviewer assignments and conflicts. Creates and enters subproject records. Inputs, corrects, and proofs scores and codes. Performs technical tasks when meetings are released. Creates and maintains paper or electronic calendar, listservs, directories of e-mail and mailing addresses. Duplicates, collates, faxes, scans documents, and orders CDs. Performs document disposition or disposal tasks. Helps prepare and staff information booths at scientific meetings. Responds to Inquires. Retrieves defined articles from scientific literature as requested by scientific staff. Assists with preparation of presentations. Prepares and transmits Council-related documents and correspondence. Tracks "Just in Time" information and Council action items. Reports on applications eligible for expedited Council concurrence. Types correspondence, such as forms, reports, spreadsheets, and scientific initiatives. Edits, formats, and spell checks summary statements. Makes corrections from Scientific Review Administrators to summary statement drafts. Receives and screens phone calls and routes to appropriate IC staff if necessary. Initiates and responds to email, telephone, and

letter inquiries; and provides materials. Mails non-email enabled grantees. Closes out files, sends to archives, and disposes of them as required. Receives and escorts visitors to proper location. Assists in the preparation and distribution of meeting minutes, reports, and publications.

COORDINATES LOGISTICAL SUPPORT

25%

Provides logistical support and coordination for scientific conferences, workshops, and site visits, as well as board, Council, and other advisory group meetings. Prepares requests for professional services contracts. Schedules face-to-face and teleconferencing meetings. Provides and prepares travel arrangements. Arranges for meeting facilities and equipment. Provides information to speakers/participants including that which relates to travel, lodging reimbursement, per diem payment, and honoraria (the standard NIH Consultant fee payment). Prepares and distributes meeting materials and assists with other meeting activities on site, as needed. Creates and maintains meeting files. Reviews and distributes incoming mail; and sends or delivers outgoing mail and faxes. Orders supplies and arranges for equipment repairs. Arranges staff travel and training.

MANAGES DATA

25%

Manages data in the IMPAC II system and in other databases. Enters scores and Codes. Uploads summary statements. Enters rosters in IMPACII. Maintains local databases and prepares reports. These responsibilities include, but not limited to, entering Program Class Codes into IMPAC II via ICO or IC specific application software; entering reviewer information into CMO module; entering scores and codes after review; importing summary statements into IMPAC II; releasing, as instructed, the final summary statement; processing actions in IMPAC II and non-IMPAC II databases; querying extract material or data from databases and runs reports; tracking and reporting on competing and non-competing applications and awards; and entering and verifying required information on human subjects into IC and IMPAC II Population Tracking databases. Provides data to MEO staff that will allow MEO performance evaluation.

Performs other related duties as assigned.

III. Factors

Factor 1: Knowledge Required

In-depth knowledge of the structure of the extramural programs to personally perform technical and clerical duties, as well as to support Program Directors,

Grants Management Specialists / Officers, Scientific Review Administrators, and scientific/biomedical researchers throughout the country.

Knowledge of how each of the program, grants, and review components work so that the incumbent can efficiently facilitate communication, organize meetings and files, and prepare summary documents in a meaningful way.

Ability to file, track, and retrieve a wide variety of documents to ensure accuracy and completeness of files, reports, and presentations.

Skill in computer-related processes and software programs to file, maintain, and retrieve data.

Knowledge of federal regulations, procedures, and systems to make travel and training arrangements, as well as to order supplies and equipment.

Factor 2: Supervisory Controls

Work is assigned in terms of objectives, priorities, and deadlines. The employee works independently in resolving most conflicts and refers the most difficult problems to the Task Leader. Precedent cases and policy statements require considerable interpretation, and adaptation. Completed work is evaluated for conformance to policy, guidelines, and regulations.

Factor 3: Guidelines

The employee operates within written and verbally-communicated guidelines. Other guides used by the incumbent include overall Institute policy directives, official administrative policies and practices, and standard office procedures. Personal judgment in interpreting and applying these guidelines is often necessary in order to ensure the accuracy and consistency of work products.

Factor 4: Complexity

Duties require prudent planning, the ability to establish priorities, and expertise in coordinating various differing functions concurrently. Must be capable of interpreting policies and procedures. Complicating factors are the large number of grants, contracts, and clinical trials, as well as the large amount of data to be collected within a set time frame and the high organizational status of the principal investigators collaborating with the NIH. Many situations require the incumbent to exercise a high level of interpersonal skills in accomplishing goals.

Factor 5: Scope and Effect

The scope of this position is to provide technical and logistical support to grants, review, and program functions. Incumbent's performance affects the success of

extramurally supported mechanisms throughout the NIH, and the reliability of research conclusions.

Factor 6: Personal Contacts

Contacts are with leading scientists and researchers throughout the country. Contacts also include MEO staff, NIH ICs, and other federal government organizations.

Factor 7: Purpose of Contacts

Purpose of contacts is to obtain or disseminate information pertaining to extramural support of grants, review, and scientific programs.

Factor 8: Physical Demands

Walking, bending, and lifting not to exceed 30 pounds. Travel to other NIH buildings.

Factor 9: Work Environment

Work is performed in an office setting.

**Extramural Support Assistant
STATEMENT OF DIFFERENCES**

1. FULL PERFORMANCE TITLE, SERIES, AND GRADE: Extramural Support Assistant, GS-303-07
2. ORGANIZATION: OGSS, OER, OD, NIH

_____ GS-06 LEVEL STATEMENT OF DIFFERENCES. The duties and responsibilities of this position are essentially the same as those described in the full-performance position, except that at this level the incumbent has clearer precedents and examples of work to be done, instructions are in more detail, there is less variety of work, and receives closer supervision than at the GS-07 level.

| POSITION DESCRIPTION (Please Read Instructions on the Back) | | | | | | | | | | 1. Agency Position No. | |
|--|--|--|--|--|--|--|--|--|--|--|--|
| 2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other | | 3. Service <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field | | 4. Employing Office Location Bethesda | | 5. Duty Station Bethesda | | 6. OPM Certification No. | | 7. Subject to 1A Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Explanation (Show any Position replaced) | | 7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt | | 8. Financial Statements Required Executive Personnel <input type="checkbox"/> Employment and Financial Interests <input type="checkbox"/> | | 9. Subject to 1A Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | 10. Position Status <input checked="" type="checkbox"/> Competitive Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/> | | 11. Position is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither | |
| | | | | | | | | | | 12. Sensitivity 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive <input type="checkbox"/> | |
| 15. Classified/Graded by | | Official Title of Position | | | | Pay Plan | | Occupational Code | | Grade | |
| a. Office of Personnel Management | | | | | | | | | | | |
| b. Department, Agency or Establishment | | | | | | | | | | | |
| c. Second Level Review | | Extramural Support Assistant (OA) | | | | GS | | 303 | | 7 <i>AA</i> 6-9-03 | |
| d. First Level Review | | | | | | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | Extramural Support Assistant (OA) | | | | GS | | 303 | | 7 <i>OW</i> 6/9/03 | |
| 16. Organizational Title of Position (if different from official title) | | | | | | 17. Name of Employee (if vacancy, specify) | | | | | |
| 18. Department, Agency, or Establishment DHHS | | | | | | c. Third Subdivision OER | | | | | |
| a. First Subdivision NIH | | | | | | d. Fourth Subdivision OGSS | | | | | |
| b. Second Subdivision OD | | | | | | e. Fifth Subdivision | | | | | |
| 19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. | | | | | | Signature of Employee (optional) | | | | | |
| 20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations. | | | | | | | | | | | |
| a. Typed Name and Title of Immediate Supervisor | | | | | | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) | | | | | |
| David Mineo, Chief, Grants Management Officer, NIDDK, NIH | | | | | | | | | | | |
| Signature <i>David R Mineo</i> Date 6/9/03 | | | | | | Signature _____ Date _____ | | | | | |
| 21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. | | | | | | 22. Position Classification Standards Used in Classifying/Grading Position | | | | | |
| Typed Name and Title of Official Taking Action | | | | | | Grade Level Guide for Clerical and Assistant Work, 6/89. | | | | | |
| Luis A. Arvelo, Human Resources Specialist, OHR, NIH | | | | | | Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. | | | | | |
| Signature <i>Luis A Arvelo</i> Date 6-9-03 | | | | | | | | | | | |
| 23. Position Review | | | | | | | | | | | |
| a. Employee (optional) | | Initials | | Date | | Initials | | Date | | | |
| b. Supervisor | | | | | | | | | | | |
| c. Classifier | | | | | | | | | | | |
| 24. Remarks | | | | | | | | | | | |
| FPL=GS-7 | | | | | | | | | | | |
| 25. Description of Major Duties and Responsibilities (See Attached) | | | | | | | | | | | |

POSITION DESCRIPTION (Please Read Instructions on the Back)

| | | | | | | | | | |
|--|--|--|--|---|--|--|--|--|--|
| 1. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other Explanation (Show any Position replaced) | | 2. Service <input type="checkbox"/> Medical <input checked="" type="checkbox"/> Field | | 3. Employing Office Location Bethesda | | 4. Duty Station Bethesda | | 5. Agency Position No. | |
| 7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt | | 8. Financial Statements Required <input type="checkbox"/> Financial Statements <input type="checkbox"/> Periodic Statements <input type="checkbox"/> None | | 9. Subject to TIA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | 10. Competitive Level Code | | 11. Agency Use | |
| 12. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (SR) | | 13. Position in <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Other | | 14. Sensitivity <input type="checkbox"/> 1. Non-Sensitive <input type="checkbox"/> 2. Critical Sensitive <input type="checkbox"/> 3. Special Sensitive | | 15. Pay Plan | | 16. Occupational Code | |
| 17. Classified/Graded by a. Office of Personnel Management b. Qualitative Agency or Establishment c. General Level Review d. First Level Review e. Recommended by Supervisor or Immediate Office | | Official Title of Position Extramural Support Assistant (OA) | | Pay Plan GS | | Occupational Code 303 | | Grade 6 | |
| 18. Organizational Title of Position (If different from official title) | | 19. Name of Employee (If vacancy, specify) | | 20. Department, Agency, or Establishment DHHS a. First Subdivision NIH b. Second Subdivision OD | | 21. Third Subdivision OER 22. Fourth Subdivision OGSS 23. Fifth Subdivision | | 24. Signature of Employee (optional) | |
| 25. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationship and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that the information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations. | | 26. Typed Name and Title of Immediate Supervisor David Mineo, Chief, Grants Management Officer, NIDDK, NIH | | 27. Typed Name and Title of Higher-Level Supervisor or Manager (optional) | | 28. Position Classification Standards Used in Classifying/Grading Position Grade Level Guide for Clerical and Assistant Work, 6/89. | | 29. Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. | |
| 30. Typed Name and Title of Official Taking Action Luis A. Arvelo, Human Resources Specialist, OHR, NIH | | 31. Date 6/9/03 | | 32. Date 6/9/03 | | 33. Date 6/9/03 | | 34. Date 6/9/03 | |
| 35. Position Review | | 36. Initials | | 37. Date | | 38. Initials | | 39. Date | |
| a. Employee (optional) | | | | | | | | | |
| b. Supervisor | | | | | | | | | |
| c. Classifier | | | | | | | | | |
| 34. Remarks | | | | | | | | | |

FPL-GS-7

25. Description of Major Duties and Responsibilities (See Appendix)

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FPM Chapter 205

TOTAL 2 07